

4.0 DESIGN PHASE

- 4.1 Design Files
- 4.2 Design Forms
- 4.3 Design Reports
- 4.4 Design Clerical Procedures
- 4.5 Design Terminal Application(s) \*
- 4.6 Design Programming Specs

Follow MSD documentation standards  
Section A (Tab A-D); Section B -  
(Tab A-H)

- 4.7 Design Test Material
- 4.8 Design Conversion Package
- 4.9 Design User Training Aids
- 4.10 Management Presentation (Check Point)

\* Time shared or on-line applications

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OCs 7E-123-71

11 FEB 1971

MEMORANDUM FOR: Chief, Management Support Division

SUBJECT : Incorporation of Ceilings in the Staff Authorization System

REFERENCE : Your memo to D/Pers dtd 8 Dec 70, same subject

1. This memorandum will reflect the Office of Personnel's requirements concerning the various types of Agency ceilings as stated in paragraph 2 of the referent memo, and accounting procedures for reporting personnel/positions as they relate to the various ceilings (paragraph 3 of the same referent memo).

2. In addition to the ceilings as stated in paragraph 2 of the referent memo, the following ceilings were taken under consideration during the meetings:

- a. Agency Staff Position Ceiling;
- b. Directorate Executive Pay Position Authorization; and
- c. Directorate Military Equivalent Upper Grade (05 through 09) Position Ceiling.

3. Office of Personnel representatives Mr. [REDACTED] and Mrs. [REDACTED] met on the 4th, 5th, and 8th of January 1971 with Mrs. [REDACTED] of your staff to discuss and decide the OP ceiling requirements, the Office to be responsible for inputting the required ceiling data, and the necessary guidelines to follow whenever accounting for people/positions as they relate to ceilings.

4. The following ceilings should be incorporated into the new Staffing Authorization System but where or how the data will be reported will be determined at a later date prior to the completion of the design of this new system. It is proposed that Position Management and Compensation Division (PMCD) will be the office responsible for coordinating the necessary ceiling data and inputting the information into the system. All the personnel ceilings introduced into the computer are for reporting purposes only, not control.

5. In all accounting procedures, only positions and personnel that are designated with a ceiling count code will be counted. All general schedule slash grade positions will be counted at the lower grade (i.e.,

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GS-13/14 position will be counted as a GS-13). In regard to the accountability of ceiling half-count employees the following instructions should be followed when reporting Office/Directorate/Agency Staff Position ceilings and Office/Directorate Upper Grade (GS-14 through GS-18) Position ceiling:

a. Within an Office

(1) Employees identified as ceiling half-counts are to be counted as  $\frac{1}{2}$ . If the count results in a whole number plus a half, then round the count to the next whole number, i.e., 5 half-count employees equal  $2\frac{1}{2}$  employees, which is to be rounded to the next whole number - 3.

(2) Step (1) above is to be followed whenever computing an overall Office count and not to be used in computing intermediate totals within an Office such as totals by grade, sex, SD, etc.

b. Within a Directorate

(1) Ceiling half-count employees are based on the summation of the adjusted ceiling half-count employees as determined for each Office within a Directorate.

(2) Intermediate totals based on an overall Directorate distribution by grade, sex, SD, etc. will be computed by counting all the ceiling half-count personnel as units of one.

c. Within the Agency

(1) The ceiling half-count employees on an Agency level are determined by totaling the ceiling half-count employees as reflected on the Directorate level (and which are the sum total of adjusted ceiling half-count employees based on the Offices within a Directorate).

(2) The Agency ceiling half-count adjustments will not be done on an intermediate level such as by grade, sex, SD, etc.

6. The ceilings to be incorporated into the new Staffing Authorization System and the guidelines and procedures to follow are as stated below:

a. Office/Directorate/Agency Staff Position Ceilings.

The accounting procedures for the above three ceilings are the same.

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(1) Positions

Count the planned incumbency of all positions and planned Development Complement spaces within an Office/Directorate/Agency.

(2) Personnel

Count all employees within an Office/Directorate/Agency.

b. Directorate Average Grade Ceiling

The accounting procedures in relationship to above ceiling are as follows:

(1) Positions

Multiply the planned incumbency times the grade of all General Schedule positions by Directorate and then average by dividing the accumulative total of grades by the total planned incumbency figure.

(2) Personnel

Within each Directorate, multiply the total number of General Schedule employees at each grade by their grade and then average by dividing the accumulative number of grades by the total number of GS employees.

(3) Input

PMCD will input the Directorate Average Grade Ceiling carried out to three decimal places but when OCS reports average grades for positions and personnel the average grade will be carried out to four decimal places.

c. Office Average Grade (No Ceiling will be established)

Accounting procedures will be for reporting purposes only.

(1) Positions

Multiply the planned incumbency times the grade of all General Schedule positions in an Office and then average by dividing the accumulative total of grades by the total planned incumbency for that Office.

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(2) Personnel

Within each Office, multiply the total number of General Schedule personnel, at each grade, by their grade and then average by dividing the accumulative number of grades by the total number of GS employees.

d. Grandfather Career Service Supergrade (GS-16 through GS-18)

Accounting procedures to follow in relating positions and personnel to the above ceiling.

(1) Positions

All supergrade positions are counted against the career service of the position.

(2) Personnel

(a) All supergrade or military equivalent (07, 08, or 09) personnel incumbering a supergrade or equivalent, military (07, 08, or 09) EP or SPS position are counted against the career service of the position.

(b) All supergrade or military equivalent (07, 08, or 09) personnel not incumbering a supergrade General Schedule position are counted against the career service of the employee.

(3) Exceptions

Any current or future exceptions to the above accounting procedures will not be adjusted within the new system. The exceptions, if any, will be manually noted by OP on any future machine Grandfather Career Service Supergrade Ceiling report prior to its distribution.

e. Grandfather Career Service Scientific Pay Schedule (SPS)

Accounting procedures in relationship to above ceiling.

(1) Positions

All Scientific Pay Schedule positions are counted against the career service of the position.

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(2) Personnel

(a) All SPS personnel incumbering an SPS, Super-grade, or EP position are counted against the career service of the position.

(b) All SPS personnel not incumbering an SPS, Super-grade, or EP position are counted against the career service of the employee.

f. Directorate Executive Pay Position Authorization

Accounting procedures in relationship to above ceiling.

(1) Positions

Count all Executive Pay Schedule (EP) positions by Directorate.

(2) Personnel

Count all Executive Pay Schedule (EP) personnel by Directorate.

g. Office/Directorate Upper Grade (GS-14 through GS-18) Ceiling Position

Accounting procedures in relationship to above ceiling.

(1) Positions

Count the planned incumbency of all General Schedule 14 through 18 positions by Office/Directorate.

(2) Personnel

Count all General Schedule 14 through 18 personnel by Office/Directorate.

h. Directorate Military Equivalent Upper Grade (05 through 09) Position.

Accounting procedures in relationship to above ceiling.

(1) Positions


Count all military positions (05 through 09) by Directorate.

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(2) Personnel

Count all Military Personnel (05 through 09) by Directorate.

6. The report formats that will be needed to reflect these ceiling requirements will be determined at a later date, but before the final design of the new Staffing Authorization System. Representatives of OP and SIPS will get together to firm up the report requirements and the formats for presenting the required data.

  
Deputy Director of Personnel  
for  
Plans and Control

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Chief, Management Support Div.		APP
2	GA 3910 Headquarters		
3		2/16/71	@
4	→ Jerry	2/19/71	MC
5		2/19/71	JK
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b> 3 to 4 snap a copy for your or Harry's file. Let's discuss 1/2 counts - Charlie V's Handiwork - to  Jerry - make me a copy & give original to Harry			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
DD/Pers/P&C 1A04 [redacted] X6501			11 Feb 71
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